

Vigo

MISC.  
(Rev. 01-31-07)

84G-1504

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Miami Systems Corporation  
Contract for Computer Services

**VIGO COUNTY**  
**2006 / 2007 TAX BILL OUT SOURCING PROGRAM**

**SCOPE OF WORK**

To provide the production and mailing of "Real Estate" and "Personal Property" Tax Bills for Vigo County. Tax bill fulfillment includes base form and envelope component production, imaging, folding, inserting, sorting, sealing, and mailing preparation.

**CONTRACT TERM**

This contract is in effect for the 06/07 tax bill collection period. In the event that Vigo County terminates this contract before the tax bill mailing and/or shipment, all printed forms and envelopes are the property of Vigo County and must be paid in full within thirty (30) days.

**PRICING**

The pricing contained in this Agreement shall be guaranteed for the (1) one time mailing and/or shipment. Pricing is all-inclusive and includes the production of all listed forms, envelopes, data processing, imaging, folding, inserting, sorting and all mail preparation. The only cost not included is postage & freight costs, which will be reviewed later in this proposal.

**SCHEDULED DUE DATES**

Tax bill data will be made available to Miami Systems through Manatron, Inc. The data will be transferred digitally via a secure FTP drop site to Miami Systems' data processing facility. Assuming all manufactured Tax Bill components are available for processing, Miami Systems will commit to pre-scheduled Tax Bill "Mail" and/or "Ship" dates dependent on scheduled receipt of "Live Data" as specified on page (4) of this agreement. If "Live Data" is not received and approved by due date or if pre-scheduled due dates are not listed on this contract, Miami Systems will schedule ship & mail dates within (10-15) work days from receipt of "Live Data" audit and data proof approval. Allow 60 days from date of contract order for completion and availability of all Tax Bill and Envelope component stocks.

**ADDITIONAL INSERT MATERIALS & SCHEDULING**

Additional message insert materials produced by Miami Systems or any other vendor may be inserted at no additional cost. Inserts must be pre-folded, and of proper finished size & construction compatible with Miami Systems inserting equipment. Please contact Miami Systems in advance of mailing to check for compliance and production lead times. To be included in a scheduled mailing, inserts must be received at Miami Systems' processing facility at least three (3) work days prior to date of "Live Data" receipt.

**QUANTITY**

The pricing contained in this agreement is based on Vigo County's 05/06 tax bill record counts provided to Miami Systems prior to quote. Adjustments where made for a deduction of approximately 12,298 coded escrow lender bill records that under the MVPTax operating system can be submitted to lenders via electronic file or printed report. If actual component quantities used in this project are less than or greater than 6% variable to estimate, contract pricing herein is subject to review and adjustment.

**COMPONENT SPECIFICATIONS (Print layouts revised upon request)****REAL ESTATE TAX BILLS (See Proposed Layout)**

Size: 8-1/2 x 14 1-Pt Cut Sheet / Paper: 20# White "Acid Free" Laser Bond

(2) Full Horizontal Perforations

Preprint: 2-Color (Face) PMS 348 Green & 185 Red / 1-Color (Back) PMS 348 Green

Variable Imaging: Black

**PERSONAL PROPERTY TAX BILLS (See Proposed Layout)**

Size: 8-1/2 x 14 1-Pt Cut Sheet / Paper: 20# White "Acid Free" Laser Bond

(2) Full Horizontal Perforations

Preprint: 2-Color (Face) PMS 201 Maroon & 185 Red / 1-Color (Back) PMS 201 Maroon

Variable Imaging: Black

**OGWE / OUTGOING WINDOW ENVELOPE (See Proposed Layout)**

Custom SGL Window to Fit / Paper: 24# White Wove

Preprint: 2-Color (Face) PMS 185 Red & Black

**CRE / COURTESY REPLY ENVELOPE for PAYMENT REMITTANCE (See Proposed Layout)**

Custom Non-Window to Fit / Paper: 24# White Wove

Preprint: 1-Color Black (Face) & Inside Back Flap

(2) Envelopes in each Tax Bill mail piece

**Note:** Printing on face of OGWE will include the Ancillary Service Endorsement "Address Service Requested" unless NCOA "National Change of Address" certification is optioned on page-4 of this contract. Endorsement or NCOA certification is required to receive USPS automated discount rates. USPS new address notification fees may apply. See USPS publication 507d for current information & rates.

**IMAGING**

Miami Systems will be variably imaging the entire length of the Tax Bill. To aid in remittance processing, Miami Systems will image an OCR line on the face of each remittance coupon. Data requirements for OCR script to be provided by Vigo County. Additional "Variable & Static Message" fields can be placed in non-data areas; See "Tax Bill Image Layout" for reference to variable imaging locations shown in black.

**TAX BILL DATA PROOFS**

"Data Proofs" on a quantity of (1) to (20) county specified tax bill parcel numbers will be imaged on pre-printed tax bill stock and either faxed, emailed, or shipped to Vigo County for approval prior to actual "Live Run". Data Proofs will show actual data printout as it will appear on "Live" tax bills.

**AUDIT VERIFICATION**

Upon receipt of "Live Data" for mailing, Miami Systems will provide Vigo County with an "Audit Verification Report". Signed approval from Vigo County will be required before "Live Data" processing begins. Report format designed to Vigo County requirements.

## POSTAGE

Miami Systems Corporation uses postal Software that is CASS certified by the U.S. Postal Service. All Tax Bills will be mailed First Class at the most economical postal rate. A U.S. Postal Form 3602 will be supplied to Vigo County documenting the number of pieces mailed and the rate. This form will be attached to the invoice after each mailing and act as the "bill of lading".

Postage cost will be handled by Miami Systems by establishing a postal permit for Vigo County at the Cincinnati, Ohio Post Office. A postage account will be established by depositing a check, from Vigo County, made out to the U.S. Post Master. This check will be deposited in advance of initial mailing. Any balance remaining after mailing will be refunded upon Vigo County request.

Miami Systems will provide a service known as "address hygiene" as part of the postal automation process. This service ensures that the address provided in the data file conforms to the US Postal Service standards. This service will ensure the fastest and most accurate postal delivery of Tax Bills. Non-Mailables will be returned in unsealed envelopes to Vigo County for address verification.

### **USPS Electronic Address Forwarding**

Option for Adding ACS Key Line to Outgoing Address

*See Pg-4 of this contract to choose this option*

To provide for USPS "Address Forwarding Information" by electronic notification at the current cost of \$0.21/each versus the manual notification method at \$0.75, Vigo County will need to sign up for "Address Change Service" (ACS) through the USPS. Application materials can be found by going the USPS website:

<http://ribbs.usps.gov/files/acs/pub8a.cfm>

Reference USPS Publication #8a. The application paperwork can be found in the last section. Once the USPS has accepted Vigo County's application, they will provide a "Mailer Identification (Participant) Code". Miami Systems will need this code in order to modify the outgoing address key line on your 06/07 tax bills before electronic notification will function. Please note that ACS is an enhancement to the traditional process of manual (hard copy) notifications and will not completely replace or eliminate hard copies.

The cost for Miami Systems to modify the address key line and to provide test samples for the USPS approval process will be \$250.00. This will be a one time charge and will be billed as a separate line item on your invoice if no changes are made after USPS activation.

### **USPS NCOA (Nation Change of Address) Certification**

Option for Postal Automation Rates if Ancillary Service Endorsement is not printed on OGWE

*See Pg-4 of this contract to choose this option.*

To receive NCOA certification and to avoid the current USPS \$0.75/each manual notification of "Address Forwarding Information", Vigo County's tax bill addresses can be uploaded in advance of mailing to the USPS for electronic comparison against the National Change of Address data base. A USPS report will be provided listing all known address changes. The current estimated cost for NCOA certification on approximately 53,937 addresses is \$192.82.

**PROJECT COST - SORT REQUIREMENTS - JOB SETUP DESCRIPTION**

**Invoiced by:** Miami Systems Corporation  
10001 Alliance Rd.  
Cincinnati, OH 45242

**Ship & Bill:** Treasurer of Vigo County  
Vigo County Annex  
191 Oak Street  
Terre Haute, IN 47807

**Customer Service**

Games Slayter / Account Executive  
(877) 410-0108 Fax (574) 234-8470  
Email: [Games@MiamiSystems.com](mailto:Games@MiamiSystems.com)

**County Contacts**

David Crockett / Treasurer, Cheryl Clements / CD  
(812) 462-3251 Fax (812) 462-3279  
Email: [Dave.Crockett@VigoCounty.org](mailto:Dave.Crockett@VigoCounty.org)

<u>Qty Est.</u>	<u>Miami Systems Computer Services</u>	<u>Price</u>	<u>Amount</u>
37,413 (37,413 M-Pcs)	Tax Bills Processed for "Single" Auto Insert into Outgoing Envelopes - Includes Total Job Costs for Envelopes, Strmts, and Data Processing	\$ 0.540	\$ 20,203.02
9,353 (25% Merge)	Tax Bills Processed for "Multiple" Auto Insert into Outgoing Envelopes - Special Sort for "Name / Address Match" 2+ Tax Bills Going to (1) Address	\$ 0.390	\$ 3,647.67
7,171	Tax Bills Processed for "Flat" Non-Insert Bulk Shipment to County - Special Sort by ID#/Units/Alpha per County submitted "Party ID List"	\$ 0.390	\$ 2,796.69
----- 53,937 =====	Total Bills Processed at Average Cost per Bill (Before Postage)	\$ 0.494	\$ 26,647.38 =====

Unit prices quoted above are firm from order date through job completion. Component quantities listed are estimated. Actual Tax Bills mailed and/or shipped will affect extended amounts. Vigo County will only be billed for components used. "Waste" due to Overruns or Underruns will not be charged. Freight costs, miscellaneous metered postage costs, and any special quoted additional service costs or extra supplies will be prepaid and listed separately on your invoice. Thank you for doing business with Miami Systems.

**DUE DATE for LIVE DATA**  
"To Be Determined"

**SCHEDULED SHIP & MAIL DATES**  
00-00-00 "Flat Ship" and 00-00-00 "Mailables"

**\* Estimated Postage Costs - Current USPS Quoted Rates**

Non-Automated 1<sup>st</sup> Class Pre-Sort Rate @ \$0.3710 x 46,766 Pieces (County Mailed) = \$ 17,350.18

Automated Average Discount Rate @ \$0.2967 x 37,413 Pieces (Miami Mailed) = \$ 11,100.44

Average Postage per Mailable Record = \$0.2374

**EST. POSTAGE SAVING = \$ 6,249.74 or 36%**

Total Estimated Project Cost \*(With Postage)

\* \$ 0.699 \$ 37,747.82  
=====

**EXTRA SUPPLIES (If Needed)**

\$0.10/each SGL WDW TAX BILL ENVELOPES

\$0.08/each REMITTANCE ENVELOPES

\$0.05/each TAX BILL BASE STOCK

**ADDITIONAL SETUP OPTIONS BILLED SEPARATELY**

CHECK ITEM BOXES ( X ) BELOW IF ANY OF THE FOLLOWING OPTIONS ARE REQUIRED

( ) USPS NCOA "National Change of Address" Certification  
Estimated at \$ 192.82 on 53,937 tax bill address records

(X) USPS ACS "Address Change Service" Key Line Setup for Electronic Address Change Notification  
Estimated at \$ 250.00 one-time programming cost if no changes are made after USPS activation.

**TERMS OF PAYMENT**

All invoices will be submitted to Vigo County by Miami Systems Corporation and are payable in full no later than thirty 30 days after the date of invoice receipt.

**LIABILITY**

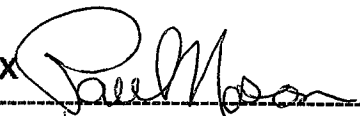
Miami Systems will be liable for the quality and accuracy of the output of the Tax Bill processing and mailing. Miami Systems will not be liable for the integrity of the data received from Vigo County. If the quality of the output of the Tax Bill processing and mailing is incorrect or damaged, Miami Systems will replace and remail the incorrect or damaged Tax Bill processed mail pieces after the error is discovered. The replacement and reconciliation shall be at no cost to Vigo County, including the cost of postage for reconciliation replacement.

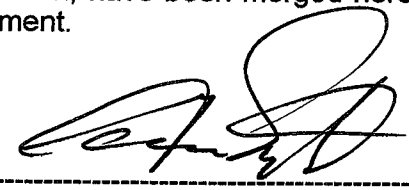
**NO ASSIGNMENT**

Miami Systems shall not assign its rights or delegate its obligations, or otherwise transfer this Agreement, or any interest herein without the prior written consent of Vigo County ; and any purported transfer or attempt to transfer is null and void and of no effect.

**ENTIRE AGREEMENT**

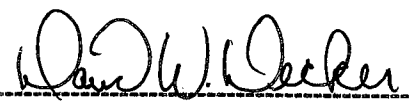
This agreement constitutes the entire understanding between the parties. All previous representations and undertakings, whether oral or written, have been merged herein. Only a writing signed by both parties may change this Agreement.

X   
\_\_\_\_\_  
Authorized Signature                      Date  
Vigo County

X  1/31/07  
\_\_\_\_\_  
Games Slayter / Account Executive                      Date  
Miami Systems Corporation  
(877) 410-0108

X   
\_\_\_\_\_  
Authorized Signature                      Date  
Vigo County

Jim Hoffman / Regional DPCS Specialist  
Miami Systems Corporation  
(937) 294-3919 x721

X  2-2-07  
\_\_\_\_\_  
Authorized Signature                      Date  
Vigo County